

# COMMANDER'S GUIDE

10 APRIL 1998

AIMS-25-L3S-AWE-ZZZ-CG



## CONTENTS

**SECTION I**  
DODAAC  
PARAMETERS  
FILE



**SECTION II**  
SAMPLE  
REPORTS



**SECTION III**  
SAMPLE  
INTERNAL SOP  
FOR ULLS-S4



**SECTION IV**  
ULLS-S4  
CHECKLIST



**TABLE OF CONTENTS**

<b>INTRODUCTION TO ULLS-S4</b>	i
<b>SECTION I - PARAMETER FILE MAINTENANCE</b>	1-1
<b>SECTION II - SAMPLE REPORTS</b>	2-1
Commander's Exception Report	2-4
Commander's Financial Transaction Listing	2-6
Component Shortage Report	2-8
Unit Load List - All Basic Load UL Records	2-10
Component Excess Report	2-12
Master Ledger/Subledger Summary Report	2-14
Property Follow-Up Report	2-16
Master Ledger/Subledger Quarterly Report	2-18
Audit Register Review Report	2-20
Property Book Change Report	2-22
Document Control Register (DCR) - All Records	2-24
Component Shortage Report - By SHR	2-26
Asset Visibility Report	2-28
DODAAC Parameters Report	2-30
ULLS-G AMSS Rollup by UIC Report	2-34
ULLS-G AMSS Rollup by EIC Report	2-36

**TABLE OF CONTENTS**

ULLS-G AMSS Rollup by System/Subsystem Admin Number Report	2-38
ULLS-A AMSS Rollup by Reporting UIC	2-40
ULLS-A AMSS Rollup by Aircraft Model Report	2-42
ULLS-A AMSS Rollup by Projection Report	2-44
ULLS-A AMSS Rollup by Serial Number Report	2-46

<b>SECTION III - SAMPLE INTERNAL SOP</b>	3-1
--	-----

<b>SECTION IV - ULLS-S4 CHECKLIST</b>	4-1
---------------------------------------	-----



- 1. Purpose.** The purpose of this pocket guide is to familiarize the commander with the Unit Level Logistics System-S4 (ULLS-S4). This guide will assist the commander in managing and inspecting unit supply, property, component, and budget activities, whether operating in field or garrison. ULLS-S4 additionally provides the Commander and Staff with the capability to receive and send Army Materiel Status System (AMSS) Reports and prepare Logistics Estimates to support tactical combat operations. As a pocket guide, it cannot present all the information contained in the End User Manual (EM).
- 2. General.** The ULLS-S4 EM covers the supply, property, component, budget, AMSS, logistics planning, and utility operations performed by the ULLS-S4 system and is the primary source of information for system operation and maintenance.
- 3. Organization.** This handbook is divided into four functional sections.
  - a. Section 1, Department of Defense Activity Address Code (DODAAC) File Parameters. This section will list and/or define all ULLS data fields by section. The commander or his/her designated representative will ensure data is entered correctly.
  - b. Section 2, Sample Reports. This section contains selected ULLS-S4 generated reports and includes a sample of each. Reports may be used as management and inspection tools. Each report identifies the source, the suggested frequency, the purpose, the disposition, and most importantly, the management or inspection applications used. This guide will explain how the commander can discover various system or procedural problems by using the information available in each report.
  - c. Section 3, Sample ULLS Internal Standing Operating Procedures (SOP). The SOP provides general policies and procedures for ULLS-S4. A unit SOP should contain a section applicable to the management of logistics operations under the automated system. The model SOP covers major areas of concern. It should be modified/enhanced by each unit to conform to the unit's policies and procedures, and then incorporated into the unit's SOP.

- 
- d. Section 4, ULLS-S4 Checklist. This section provides a checklist to be used by commanders, supervisors and inspectors.

#### **4. Overview of ULLS.**

- a. ULLS-S4 automates the supply, property, component and budget activities at the unit supply, Bn and Bde S4 levels and receives and produces AMSS Reports generated by ULLS-G/A systems or by another ULLS-S4 system. ULLS-S4 improves resource accountability and visibility. Faster request and receipt of shortage items, attainment of the most current list of property book data, and increased knowledge of unit assets contribute to overall unit readiness management. In addition the system provides the capability to process and maintain a Controlled Track Item List (CTIL) that provides logistical data from the ULLS-S4 Brigade, Battalion and Company to the Combat Service Support Control System (CSSCS).
- b. ULLS-S4 also provides the combat logistician with the capability to develop logistics estimates for the support of tactical operations. The logistics support plan is developed as a scenario in phases according to units supported, unit posture, geographic region, level of combat intensity, and Days Of Supply (DOS) required to support each phase of the tactical operation. Logistics requirements are calculated using the unit's personnel, equipment, and user defined parameters. Logistics data tables have been developed from planning factors contained in FM 101-10-1/2, Staff Officers Field Manual Logistical Data Planning Factors.
- c. ULLS-S4 uses FEDLOG (CD-ROM) to build/update the system catalog. The Catalog Load/Update by CD ROM process creates or updates the system catalog file by replacing the current catalog with the catalog created from a finder file. The finder file is a list of all NIINs currently listed in any of the Master files; Property, Component, Unit Load, Document Register, AMSS and Logistics Planning. If the NIIN is not on the system catalog, ULLS-S4 automatically searches and extracts catalog data from the FEDLOG and populates the appropriate fields with the data. This option

---

dramatically improves the accuracy of cataloging data and the efficiency of the ULLS-S4 system operator.

- d. The unit now has the capability of transferring unit files out of the computer or transferring Unit files into the computer through unit transfer in the Utilities process.

**5. ULLS Interfaces.** ULLS-S4 has the capability to interface with the following Standard Army Management Information Systems (STAMIS): Standard Property Book System Revised (SPBS-R), ULLS-Ground and ULLS-Aviation for Budget data, and AMSS data, Standard Army Retail Supply System (SARSS) at the Direct Support Unit (DSU) level, the Objective Supply Capability (OSC), and the Standard Army Ammunition System (SAAS). Transactions going to another STAMIS are sent via diskette or by telecommunications. The Send Transactions to the Source of Supply (SOS) process should be run daily (End of Day) by the unit and sent to the appropriate supply DSU. A status is then normally returned each day from the supply DSU via the same mode. OSC provides the user the means to gain visibility and access to needed supplies and equipment at designated levels of supply.

**6. Telecommunications Interface.** The communications interface provides the S4 user the capability to transmit and receive log files (i.e., supply requests and status) using the Concentrator, Combat Service Support Automated Information Systems Interface (CAISI), Transmission Control Protocol/Internet Protocol (TCP/IP) or Point-to-Point utilities. The concentrator and CAISI utilities transfer files to and receive files from a remote user via a network (similar to an E-Mail system). The Point-to-Point utility communicates directly to a remote user via direct dial. OSC utilizes modems and DDN communication lines to a mainframe computer system called the Gateway, and is used in units where the command has interface capability. File Transfer Protocol (FTP) is used to transfer data via the FTP over a TCP/IP Network.

**7. System Security.**

- a. Commanders, or their designated representatives, are responsible for the secure operation of ULLS-S4 systems. This includes stored data,

---

hardware, and software. Guidelines for automation security programs are in AR 380-19. The Unit Level Logistics System - S4 (ULLS-S4), Security Features User's Guide (SFUG) and the Trusted Facility Manual (TFM) describe the automated protection mechanisms available for end users and supervisors. The guides contain information on enforcement, physical security, procedural security and personnel security that the user must understand in order to maintain a secure system.

- b. It is important to properly assign security responsibilities. The assignment of the three [Information System Security Officer (ISSO), Commander's Designated Representative and Terminal Area Security Officer (TASO)] depend on the information system composition, size, and configuration. The most common arrangement is to assign a single ISSO at the BN level, a Commander's Designated Representative and a TASO for each computer system. Specific responsibilities for Commanders, their designated representatives, the ISSO, the TASO and supervisors are in Section III of this guide.
- c. The Commander or the Commander's Designated Representative has the ability to access a DOS prompt after exiting the ULLS-S4 system. Access to the DOS prompt is only intended for the loading of ULLS-S4 SCP/IP. Access to the DOS prompt must be strictly controlled to ensure the security of the ULLS-S4 system and data base files.

## SECTION I PARAMETER FILE MAINTENANCE PROCESS

**1. The Parameter File Maintenance Process** contains unit unique parameters and regulatory data that control the ULLS-S4 processes. The Parameter File is comprised of eight parameter records which may be added to or updated. The following is a breakdown of each section of the Add/Update Parameters option:

**1.1 Interface Parameters.** The SARSS Indicator may be set to "1" for SARSS Interim or "0" for SARSS Objective.

**1.2 Unit Description Parameters.** This parameter contains information about the unit. The data fields include:

Commander's Name: Unit Commander.

Unit Name: Name of unit.

Post Address and Bldg: Number-address of unit.

City, State and Zip: Location of unit.

Unit Phone Number: Phone number of unit.

Unit CAISI Phone Number: Your computer's Phone #.

Unit Concentrator ID: ID name used by concentrator.

CAISI Phone Number: DSU Phone #.

Telecomm Indicator: Enter (P) for Point-to-Point; (C) for CAISI; (G) for Concentrator.

DSU's TPN: Tactical packet name for CAISI.

---

Unit TPN: Tactical packet name for CAISI

**1.3 OSC Parameters.** The OSC Security Data screen information is added when a unit interfaces with the OSC Gateway by modem. The data fields include:

OSC Indicator: Y/N Y to use OSC.

DDN TAC Phone Number: Phone # to TAC.

DDN Address: Unique Address.

Terminal/Server Login: Name (In Upper Case Only).

GATEWAY Login: Login Name (In Lower Case Only).

Number of days OSC  
records held before  
being returned to  
Supply Trans File: Set to 1.

**1.4 Unit Supply Parameters.** The parameters are divided between two screens. The first screen, Unit Parameters, contains the following data fields:

UIC: Unit Identification Code assigned to the unit.

FAD: Force Activity Designator assigned to the unit (see DA Pam 7102-1).

Fund Code: Identifies funds allocated for stock funded items (see AR 725-50).

Service Designation Code: Designator code that identifies the Army Component: A=Army, R=Reserves, N=National Guard.

---

Location Code:	Location of the unit: A=CONUS, B=OCONUS.
Replenishment Authorized:	Y/N To indicate automatic replenishment of shortages. If set to "N", requests will not be sent to transaction file.
Unit Organizational Level:	Determine if the unit itself is a Brigade (BD), Battalion (BN), or Company/Unit (UN).
AMSS Reporting UIC:	UIC of Unit that submits your DA Form 2406 (Material Condition Status Report) or DA Form 2715 (Unit Status Report). Reporting UIC normally ends in AA (e.g. WFEDAA).
Time Zone:	The one alphabetic letter will add or subtract hours from the system (Local) time to determine the current zulu time for report purposes.
CTIL Creator UIC:	The UIC that created CTIL.
Daylight Saving Switch:	The (+) (-) will add or subtract one hour to adjust local time to daylight savings time.
MTOE/TDA:	The Company level user must enter the MTOE or TDA Authorized number to be passed to CSSCS. If the Company is supported by both, the MTOE number should be entered.
MSR SIC:	In order for a company level user to receive CTIL, a support indicator code (SIC) must be entered for each property book office added to their system in the

---

	property origin maintenance process.
Zulu Time:	The cursor skips this field. Time is defaulted based on time zone designator and will change if the time zone, daylight
	saving code, or system time is changed.

The second screen, Supply Parameters, contains the following data fields:

Beginning Serial Number:	Starting serial number assigned to document numbers (each day) for supply transactions (i.e., enter "0001" if the serial number of the first transaction of each day is to be "0001").
Ending Serial Number:	Last serial number (each day) for supply transactions.
Approving Authority for Ammunition Requests:	Name of the person that approves ammunition requests initiated by your unit.
Number of days before follow-up on priority 1 to 8 requests:	Minimum is 9 days. Maximum is 99.
Number of days before follow-up on priority 9 to 15 requests:	Minimum is 30 days. Maximum is 99.
Frequency at which records will be purged from the	

---

DCR (Days):	Closed records are purged from the inactive DCR to paper output based on entered criteria (01 to 90 days).
Date of last DCR Purge:	Purged DCR records must be kept for 2 years. (AR 25-400-2 FN:710-26).
Reportable Dollar Value:	Extended dollar value that will appear on Commander's Exception Report.

**1.5 Unit Load.** All expendable requests are initially assigned to the group Operational Load and can be assigned to specific Unit Loads (ULs) as required. UL codes are designated by the unit for expendable supplies which are used on a recurring basis to support peace-time missions. Frequently used expendable supplies may be grouped to simplify ordering on a recurring basis. Up to nine (B1-B9) groups may be entered, (i.e., Office, Medical, Mess, Field Hygiene and NBC).

#### **1.6 Supply Support.**

- a. In the Supply Support Data section, DSU data is established that is common to all units on a ULLS-S4 computer. The commander's representative enters the appropriate DSU Designation Code, and reviews and updates DSU and SCMC data. ULLS-S4 currently sends supply requests for expendable/durable items to the appropriate DSU in the following Classes of Supply: Class I, II, III (Pkg and Bulk), IV, VIII, and X. Requests for Class VII and IX are printed as "want slips" to be sent to the PBO or ULLS-G system as required.
- b. A separate DSU Code may be designated for each Class of Supply and Subclass of Supply (SCMC); however, the same DSU Code would be used for a DSU that handles multiple classes of supply (i.e. Class II and IV). ULLS-S4 creates a separate transaction diskette and printout for each DSU.

- 
- c. Entering a DSU Code will allow the user to add or update the information for a DSU. See Support Activity paragraph below for data entry options.

**1.7 Support Activity.** DSU unique data is entered through this process. DSU Codes are shared by all units supported by the same DSU. The data fields include:

DSU Code:	A - H, J, K, 1 - 7.
DSU DODAAC:	DODAAC of the DSU.
DSU NAME:	DSU unit or activity name.
ADDRESS & BLDG NUMBER:	Street address.
CITY, STATE and ZIP:	Address information.
DSU PHONE NUMBER:	Voice phone number.
DSU CONCENTRATOR ID:	DSU ID to receive data requests.
POINT TO POINT PHONE:	MODEM phone number at DSU.
CAN THIS DSU ACCEPT AUTOMATED DATA:	Does the DSU accept diskette requests (Y) or must the requests be hard copy (N).

**1.8 Class/Sub-Class.** The unit unique SCMCs loaded for this unit are listed one at a time on the Class/Sub-Class Parameters screen. The unit may add or delete the SCMCs for their unit, one at a time. The system automatically loads the 77 most commonly used SCMCs to each unit's DODAAC. The data fields include Class and Sub-Class for Class I, II, III (Pkg and bulk), IV, V, VI, VII, VIII, IX, and X supplies. Class 3: P - assigns Packaged (DSU A) to listed SCMC; and B assigns Bulk (DSU A) to listed SCMC. Class 9: C -

---

assigns Common (DSU A) to listed SCMC; A - assigns Air (DSU A) to listed SCMC; and M - assigns Missile (DSU A) to listed SCMC.

- 2. Hardware Parameters File.** Use to enter drive information, communications information, FEDLOG drive(s), and the on-line End Users Manual path for the ULLS-S4 system. This file is common to all units on the same ULLS-S4 computer. The data fields include:

- |                                 |   |
|---------------------------------|---|
| 1. Program Files on Drive:      | C   |
| 2. Data Files in Drive:         | C   |
| 3. Default Floppy Drive:        | A or B - use as default for ending/receiving diskettes.   |
| 4. Work Station ID:             | Use a unique code to identify your system.  |
| 5. Modem Communications Port:   | COM1, COM2, COM3, COM4.   |
| 6. FEDLOG-Drive (CD-ROM Drive): | Normally D or E, multiple drives F in Sysorex for future development.   |
| 7. Path to End Users Manual:    | No entry required.  |
| 8. CSSCS Phone Number:          | Enter the phone number of the CSSCS computer to use transit CTIL and status reports to and from CSSCS. If you are hardwired to the CSSCS, via a null modem cable, leave this field blank. |
| 9. Tape Drive/Software:         | Use F1 to see options.  |
| 10. Printer Name:               | Use F1 to see options.  |
| 11. Concentrator Phone:         | Phone number to call concentrator.  |

- 
- |                         |  |
|-------------------------|--|
| 12. Modem Type:         | Use F1 to see options.   |
| 13. Modem Baud Rate:    | Set to highest modem speed.  |
| 14. Local CD-ROM Drive: | Y or N. Y if PC has a CD-ROM Drive,<br>N if PC has no CD-ROM Drive.  |
| 15. CSSCS Com Port:     | If you are hardwire connected to the<br>CSSCS computer, via a null modem<br>cable then enter the communications<br>port that the null modem is plugged<br>into. This must be a different port from<br>which the modem is connected to.<br>Valid options are COM1, COM2,<br>COM3, and COM4. |

## SECTION II SAMPLE REPORTS

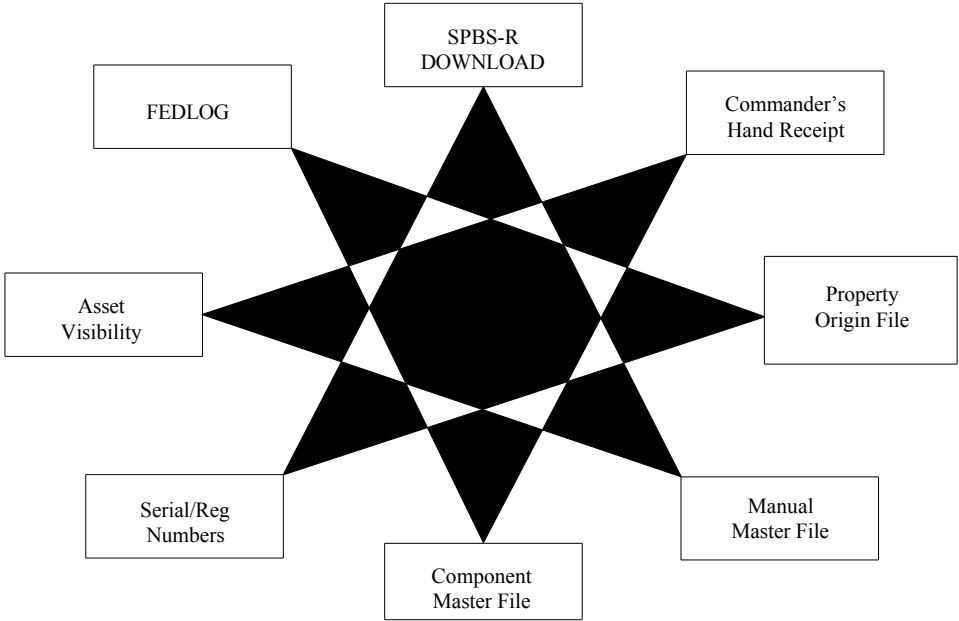
1. Various ULLS-S4 printouts can be used as management tools by the commander to manage Property, Supply, and Budget functions. The following reports identify their source, frequency, purpose, disposition, and management applications.

REPORT	PAGE
1.1 Commander's Exception Report	2-4
1.2 Commander's Financial Transaction Listing	2-6
1.3 Component Shortage Report	2-8
1.4 Unit Load List	2-10
1.5 Component Excess Report	2-12
1.6 Master Ledger/Subledger Summary Report	2-14
1.7 Property Follow-up Report	2-16
1.8 Master/Subledger Quarterly Report	2-18
1.9 Audit Register Review Report	2-20
1.10 Property Book Change Candidate Report	2-22
1.11 Document Control Register (DCR) - All Records Report	2-24
1.12 Component Shortage Report - By SHR	2-26
1.13 Asset Visibility Report	2-28
1.14 DODAAC Parameters Report (Printed)	2-30
1.15 ULLS-G AMSS Rollup by UIC Report	2-34
1.16 ULLS-G AMSS Rollup by EIC Report	2-36
1.17 ULLS-G AMSS Rollup by System/Subsystem Admin Number Report	2-38
1.18 ULLS-A AMSS Rollup by Reporting UIC Report	2-40
1.19 ULLS-A AMSS Rollup by Aircraft Model Report	2-42

---

1.20 ULLS-A AMSS Rollup Projection Report	2-44
1.21 ULLS-A AMSS Rollup by Serial Number Report	2-46

Property Features



---

**1.1 COMMANDER'S EXCEPTION REPORT**

<b>SOURCE:</b>	Commander's Exception Report Process.
<b>FREQUENCY:</b>	Review each time printed, before transactions are sent to the DSU.
<b>PURPOSE:</b>	Identifies high priority and high dollar value items requested. You must sign to authorize high priority requests. The initialed and signed report replaces the initialed column H on the DA Form 2064 Document Register in the manual system.
<b>DISPOSITION:</b>	Must be kept for two years.
<b>MANAGEMENT APPLICATIONS:</b>	<ul style="list-style-type: none"><li>- Review and initial before the daily transactions are sent to the DSU. Any disapproved requests must be canceled before transactions are sent to the DSU.</li><li>- Currently the report does not identify any changes in a request's priority.</li><li>- Ask your people to identify all previous requests that have had their priority increased.</li></ul>

DATE: 21-FEB-94  
DODAAC: WK4K9H

## COMMANDER'S EXCEPTION REPORT

AWESF153

DOCUMENT NUMBER	NOMEN	SUB-HR NUMBER	QTY	UI	PRI	EXTENDED PRICE	FUND CODE	APC CODE	INITIALS
4039-0701	BOOKCASE	2	00002	EA	02	\$ 162.88	GA		_____
4039-0705	RATION SUP	4	00004	BX	02	\$ 10.16	GA		_____
4039-0706	PLUGEAR	4	00004	BX	02	\$ 20.00	GA		_____
4042-0702	BOOKCASE	5	00010	EA	12	\$ 814.40	GA		_____
4042-0803	TSRRET H	5	00013	EA	12	\$ 622.96	GA		_____

-----  
COMMANDER'S SIGNATURE

---

**1.2 COMMANDER'S FINANCIAL TRANSACTION LISTING**

<b>SOURCE:</b>	Commander's Exception Report Process.
<b>FREQUENCY:</b>	Printed automatically with CDR's Exception Report. Review daily.
<b>PURPOSE:</b>	Provides total expenditures for all transactions being sent to the DSU.
<b>DISPOSITION:</b>	Dispose of when no longer needed or IAW the commander's direction.
<b>MANAGEMENT APPLICATIONS:</b>	<ul style="list-style-type: none"><li>- Use to review all daily requests to include high priority and high dollar items before transactions are sent to DSU.</li><li>- Use to determine if expenditures are within budget guidelines.</li><li>- Cancel items which exceed guidelines before sending to DSU.</li></ul>

DATE: 21-FEB-94 DODAAC: WK4K9H		COMMANDER'S FINANCIAL TRANSACTION LISTING					AWESF155	
DOCUMENT NUMBER	NOMEN	SUB-HR NUMBER	QTY	UI	PRI	EXTENDED PRICE	FUND CODE	APC CODE
4022-0704	TURRET H	4	00002	EA	12	\$ 95.84	GA	
4027-0701	TURRET H	4D	00001	EA	12	\$ 47.92	GA	
4028-0701	SPACER,S	UL	00001	EA	12	\$ 1.93	GA	
4039-0701	BOOKCASE	2	00002	EA	02	\$ 62.88	GA	
4039-0702	TUBING,P	UL	00010	FT	12	\$ 6.10	GA	
4039-0703	SOLDERIN	UL	00001	EA	12	\$ 56.22	GA	
4039-0704	SEALING	4	00004	KT	12	\$ 41.28	GA	
4039-0705	RATION SUP	4	00004	BX	02	\$ 10.16	GA	
4039-0706	PLUG EAR	4	00004	BX	02	\$ 20.00	GA	
4040-0701	RODENTIC	4D	00010	CN	12	\$ 50.70		
4040-0702	GAGETIR	10D	00004	EA	12	\$ 20.72		
4042-0701	BOOKCASE	4	00004	EA	12	\$ 325.76	GA	
4042-0702	BOOKCASE	5	00010	EA	12	\$ 814.40	GA	
4042-0703	SEALING	5	00010	KT	12	\$ 103.20	GA	
4042-0803	TSRRET H	5	00013	EA	12	\$ 622.96	GA	
GRAND TOTAL: \$								2,380.07

---

**1.3 COMPONENT SHORTAGE REPORT**

<b>SOURCE:</b>	Component Shortage /Excess Maint/Repl Process.
<b>FREQUENCY:</b>	Review quarterly or as commander directs.
<b>PURPOSE:</b>	Provides a report of the current component shortages.
<b>DISPOSITION:</b>	Dispose of when no longer needed or IAW the commander's direction.
<b>MANAGEMENT APPLICATIONS:</b>	<ul style="list-style-type: none"><li>- Provides critical information on all component shortages for end items by SHR number.</li><li>- Replenishment flag of "R" identifies component eligible for replenishment action.</li></ul>

DODAAC: WK5A26		COMPONENT SHORTAGE REPORT				PCN : AWE-227		
UIC WABBA		HHC/I-59 QM BN						
PB ORIG: A		SHR NUMBER: 4						
END ITEM NSN	COMPONENT NSN	SUBCOMP NSN	ARC CODE	NOMENCLATURE	CL NR	SHORT QTY	REPL FLAG	D/I QTY
5180002932875	009541180110		X	TWINE, FIBROUS: WAXED	CL-507	-0001	R	00000
5180002932875	4240000523776		X	GOGGLES, INDUSTRIAL	CL-507	-0002	R	00000
5180002932875	5110001425015		D	SAW, HAND, RIP: 26 IN	CL-507	-0001	R	00000
5180002932875	5110001800831		D	PLANE, BLOCK: ADJUSTA	CL-507	-0001	R	00000
END OF REPORT		TOTALNUMBER OF RECORDS: 00004						

---

**1.4 UNIT LOAD LIST - ALL BASIC LOAD UL RECORDS W/ OR W/O HISTORY DATA.**

**SOURCE:** Unit Load Inquiry Process - Print Records in UL Sequence without History Data.

**FREQUENCY:** Review monthly or as required.

**PURPOSE:** Provides a report of the expendable items (load codes B1-B9) the commander has directed for stockage.

**DISPOSITION:** Dispose of when no longer needed.

**MANAGEMENT APPLICATIONS:**

- Provides status of specific items and identifies storage location.
- Commander signs report to direct stockage of these items.
- Add, delete or modify to achieve realistic stockage objective.

DATE: 21 FEB 1994		UNIT LOAD LIST BY ITEM ALL UNIT LOAD RECORDS DODAAC: WK4K9H					PCN AWE-480	
LOAD CODE	NIIN/NOUN	UI	LOCATION	-----QUANTITY-----				SHELF LIFE
				AUTH	REPLEN	DI	DO	
B1	001491094 MEALREADY	BX	SUPPLY ROOM	100	10	10	0	31-DEC-95
B1	002436164 COFFEE B	EA	SUPPLY ROOM	10	1	0	0	-- --
B2	000253377 CLOSURE	EA	SUPPLY A	10	1	0	0	-- --
COMMANDER'S NAME: JOHN R. ALPHA, CPT QM ORGANIZATION NAME: CO A/1-59 QM BN								

---

**1.5 COMPONENT EXCESS REPORT**

<b>SOURCE:</b>	Shortage/Excess Maint/Repl Process.
<b>FREQUENCY:</b>	Review monthly.
<b>PURPOSE:</b>	Identifies all excess components by SHR Number.
<b>DISPOSITION:</b>	Dispose of when no longer needed or IAW commander's direction.
<b>MANAGEMENT APPLICATIONS:</b>	<ul style="list-style-type: none"><li>- Identifies excesses requiring turn-in.</li><li>- Copy provided to SHR holder as a record of excesses requiring turn-in.</li><li>- Repl. Flag of "T" indicates the component is eligible for turn-in action.</li></ul>

COMPONENT EXCESS REPORT								PCN : AWE-230	
DODAAC: WK5A26		CO A/1-59 QM BN							
UIC: WABBAA									
PB ORIGIN: A									
EI NSN	COMPONENT NSN	SUBCOMP NSN	ARC NOMENCLATURE CODE		SHR NBR	COMPONENT LIST NBR	EXCESS QTY	REPL FLAG	D/I QTY
1080001031246	1080001078589		X	SCREEN, HEXAGON, WD	6	CL-011	00001	T	00000
1080001021246	1080001079206		X	SCREEN,RHOMBUS,WD	6	CL-011	00001	T	00000
1080001031246	1080001081141		X	KIT,REPAIR,SCREEEN	6	CL-011	00001	T	00000
END OF REPORT		TOTALNUMBER OF RECORDS: 00003							

---

**1.6 MASTER/SUBLEDGER SUMMARY REPORT**

<b>SOURCE:</b>	Budget Reports Process - Print Ledger/Subledger Summary Report.
<b>FREQUENCY:</b>	Review daily/weekly.
<b>PURPOSE:</b>	Provides a report of the current status of all ledgers.
<b>DISPOSITION:</b>	Dispose of when no longer needed or IAW commander's direction.
<b>MANAGEMENT APPLICATIONS:</b>	- Review to determine if budget status is in accordance with guidance for each Budget Account Code.



---

**1.7 PROPERTY FOLLOW-UP REPORT**

<b>SOURCE:</b>	Property Follow-Up Report Process - Hand Receipt Menu.
<b>FREQUENCY:</b>	Review monthly.
<b>PURPOSE:</b>	Provides a listing of all non-expendable short and/or due-in property on request by the PBO. Allows the user to request status from the PBO.
<b>DISPOSITION:</b>	Dispose of when no longer needed or IAW commander's direction.
<b>MANAGEMENT APPLICATIONS:</b>	<ul style="list-style-type: none"><li>- Assists in determining shortages of authorized property.</li><li>- Provides a means to obtain follow-up status from the PBO.</li></ul>

PROPERTY FOLLOW-UP REPORT						PCN: AWE-155
DODAAC: WK5A26		ORGANIZATION: HHC/159 QM BN				
UIC: WABBA		PROPERTY BOOK OFFICE: BPBO, 45TH SEP BRIGADE				
SIC: A						
LIN	GENERIC NOMENCLATURE	SHORTAGE QTY	DUE IN QTY	DUE IN DOCUMENT NO.	STATUS	
A03165	ACCESSORY KIT VEH BODY: TARP-B	00001	00000		_____	
CC0010	COMPUTER: LAPTOP 286 ZENITH UL	00003	00003		_____	
DD0100	DISKDRIVE: EXTERNAL 5-1/4 INC	00003	00003		_____	
E00533	CHARGER RADIAC DETECTOR: PP-15	00001	00000		_____	
E63317	COMPASS MAGNETIC UNMOUNTED: LE	00012	00012		_____	
G54041	GEN ST DSL ENG: 3KW SKID MTD 6	00000	00001		_____	
J31927	INSTALLATION KIT: MK-2447/GRC-	00001	00000		_____	
J45699	GEN ST GAS ENG: 3KW AC 60HZSK	00002	00002		_____	
END OF REPORT		TOTAL NUMBER OF RECORDS: 00008				
199402/21		10:43:45		page 1		

---

**1.8 MASTER/SUBLEDGER QUARTERLY REPORT**

<b>SOURCE:</b>	Budget Report Process - Print Ledger/Subledger Quarterly Report.
<b>FREQUENCY:</b>	Review daily/weekly.
<b>PURPOSE:</b>	Provides a report of Ledger/Subledger Summary Data by Fiscal Year and Quarter.
<b>DISPOSITION:</b>	Dispose of when no longer needed or IAW commander's direction.
<b>MANAGEMENT APPLICATIONS:</b>	- Review to determine if budget status is in accordance with guidance for each Budget Account Code.

MASTER LEDGER QUARTERLY REPORT										
UNITNAME: CO A/1-59 QM BN										
PCN: AWE-315										
DODAAC		: WK4K9H								
UIC		: CAAAAA								
DATE		: 21 FEB 94		TIME: 08:26						
FISC YEAR	CUST UIC	BUDGET BAC1	ACCT BAC2	CODE TITLE	CREATE DATE	DATE COMIT REPORTED	A L R L C O	RECEIVED	ALLOCATED	COMM OBLI
1994	WCBLAA	SSSC S/E (2018)	18SSSC	MASTER	QUARTERLY 15 APR 1994	25 APR 1994				
						1 Q		\$ 1,255.00	\$ 1,255.00	\$ .00 \$ .00
						QTR 1		\$ .00	\$ .00	\$ .00
						QTR 2		\$ .00	\$ .00	\$ .00
						QTR 3		\$ 1,000.00	\$ .00	\$ .00
						QTR 4		\$ 55.00	\$ .00	\$ .00
1994	WCBLAA	SP CLS IX (2018-2019)	CLS IX	MASTER	QUARTERLY 15 APR 1994	25 APR 1994				
						1 Q		\$ 10,000.00	\$ 10,000.00	\$ .00 \$ .00
						QTR 1		\$ .00	\$ .00	\$ .00
						QTR 2		\$ .00	\$ .00	\$ .00
						QTR 3		\$ 50,000.00	\$ .00	\$ .00
						QTR 4		\$ 55.00	\$ .00	\$ .00

---

**1.9 AUDIT REGISTER REVIEW REPORT**

<b>SOURCE:</b>	Security Tracking Process.
<b>FREQUENCY:</b>	Review weekly.
<b>PURPOSE:</b>	Provides a detailed report on the users, processes accessed, events and transactions which have occurred from the time the system was accessed to log off.
<b>DISPOSITION:</b>	The Commander or his designated representative should print and retain the audit trail data for a minimum of ninety (90) days. (See AR-25-400-2 FN:380-3802.)
<b>MANAGEMENT APPLICATIONS:</b>	<ul style="list-style-type: none"><li>- Review frequently to monitor system security.</li><li>- Report will identify attempts or activities that might modify, bypass, or negate safeguards controlled by the system.</li></ul>

21-FEB-94		ULLSS4 AUDITREPORT			PCN: AWE-490	
Date	Time	File Name	User	PID	Event Code	Detail
199402/21	09:03:09	AWEUX950	ACO		LI	
199402/21	09:03:49		ACO		LO	
199402/21	09:30:53	AWEUX950	ACO		LI	
199402/21	09:31:00		ACO		LO	
199402/21	09:03:09	AWEUX950	ACO		LI	
199402/21	09:03:49		ACO		LO	
199402/21	09:30:53	AWEUX950	ACO		LI	
199402/21	09:31:03		ACO		LO	
199402/21	10:40:01	AWEUX950	STAFF2		LI	
199402/21	10:40:07		STAFF2		LO	
199402/21	10:58:23	AWEUX950	BDE		LI	
199402/21	10:58:32		BDE		LO	
199402/21	11:04:33	AWEUX950	DBA		LF	USERID IS INVALID
199402/20	11:04:43	AWEUX950	AAAAA		LI	

page 1

---

**1.10 PROPERTY BOOK CHANGE CANDIDATE REPORT**

<b>SOURCE:</b>	Automated Load Hand Receipt Process - Print Change Candidate Report.
<b>FREQUENCY:</b>	Review with each monthly download of SPBS-R from each PBO.
<b>PURPOSE:</b>	Provides a report of the property (i.e., quantities, serial numbers, etc.) to be added, deleted, and or changed based on the SPBS-R download comparison with the Unit's Hand Receipt Master Files.
<b>DISPOSITION:</b>	Dispose of when no longer needed or IAW commander's direction.
<b>MANAGEMENT APPLICATIONS:</b>	<ul style="list-style-type: none"><li>- All property to be turned in must be assigned to the commander's hand receipt.</li><li>- Property to be added or deleted must match the signed commander's hand receipt from the PBO.</li><li>- If errors occur during the load process, reconcile differences with the PBO.</li></ul>

PROPERTY BOOKCHANGE CANDIDATE REPORT							PCN: AWE-105			
DODAAC: WK5A26		UIC: WABBA		UNIT: HHC/I-59 QM BN		PB OFFICE: BPBP,45THSEP BRIGADE				
LIN	REC	SUBLIN	NATIONAL STOCK	ITEM/GENERIC	NOMENCLATURE	SRRC	CL	REQ	AUTH ON-HAND	DUE-IN
	CODE		NUMBER					QTY	QTY	QTY
-----										
NEW: 83402G		A		HOOD CHEMICAL				85	95	0
ACTION: ITEM TO BE ADDED TO SYSTEM										
NEW: 83402G		B	4240008608987	EA	HOOD PROTMAK DMS		N			
ACTION: ITEM TO BE ADDED TO SYSTEM										
NEW: 83402G		B	4240009990420	EA	HOOD PROT MASK M6A2		N			87
ACTION: ITEM TO BE ADDED TO SYSTEM										
NEW: 92725N		A	7490006125362	EA	EMBOSSING MACHINE		Y	1	1	
ACTION: ITEM TO BE ADDED TO SYSTEM										
NEW: 92725N		B	7490006125362	EMOBSING MACHINE		Y			1	0
ACTION: CHANGES WILL BE POSTED TO CURRENT FILES(+=SN/REG ADD;*=SN/REG DELETED, #==CANNOT DELETE SHR IS NOT CDR)										
(SHR NR SN/REG/LOT NR LOT QT CL NR) (SHR NR SN/REG/LOT NR LOT QT CL NR) (SHR NR SN/REG/LOT NR LOT QT CL NR)										

---

**1.11 DOCUMENT CONTROL REGISTER (DCR)- ALL RECORDS REPORT**

<b>SOURCE:</b>	DCR Inquiry Process by All Records.
<b>FREQUENCY:</b>	Review conducted at commander's direction.
<b>PURPOSE:</b>	Provides a listing of all open and closed requisitions on the active DCR. Reports may be requested by date range, priority, ARC, all open requests, etc.
<b>DISPOSITION:</b>	Dispose of when no longer needed or IAW commander's direction.
<b>MANAGEMENT APPLICATIONS:</b>	<ul style="list-style-type: none"><li>- Use to verify proper follow-up actions are taken on open documents.</li><li>- The Doc# date can be checked to verify that records are being purged on a regular basis (moved to Inactive DCR).</li></ul>

DATE:		07 MAR 1995		DOCUMENT REGISTER REPORT				AWESF252		
DODAAC:		WK5A26		ALL OPEN DOCUMENT NUMBERS						
				HHC/1-59 QM BN						
DOCUMENT NUM			NIIN		NOUN		SHR #	PRI	ARC	U/I
-----										
DIC	QTY REQ	QTY DUE	QTY REC	QTY AC_SCMC	CURRENT STATUS/DATE		ESD	DATE COM		
-----										
WK5A26	2343 0102	001041735			SOCKET,S		1	12	X	EA
A0A	00001	00001	—	—2B			0	—		0
WK5A26	2343 0103	000876415			KEY SET		1	12	X	SE
A0A	00001	00001	—	—2B			0	—		0
WK5A26	2351 0101	110014076			MEALREADY		1	12	X	EA
A0A	00001	00001	—	—1C			0	—		0
WK5A26	2351 0102	110014194			MEAL,T R		1	12	X	EA
A0A	00001	00001	—	—1C			0	—		0
page 1										

**1.12 COMPONENT SHORTAGE REPORT - BY SHR**

**SOURCE:** Shortage/Excess Maint/Repl Process.

**FREQUENCY:** Review quarterly.

**PURPOSE:** Provides the current status of all component shortages by Sub Hand Receipt (SHR) holder.

**DISPOSITION:** Dispose of when no longer needed or IAW commander's direction.

**MANAGEMENT APPLICATIONS:**

- Identifies component shortages on order by SHR holder.
- Copy serves as a record of shortages and on order items for SHR holder.
- Repl. Flag of "R" indicates the component is eligible for replenishment action.

DODAAC: WK5A26			COMPONENT SHORTAGE REPORT			PCN: AWE-227		
UIC: WABBAA			HHC/I-59 QM BN					
PB ORIG: A			SHR NUMBER: 1					
E/I NSN	COMPONENT NSN	SUBCOMP NSN	ARC CODE	NOMENCLATURE	COMPONENT LISTNR	SHORT QTY	REPL FLAG	DUE-IN QTY
2320009260873	2540006702459		X	BAG: PAMPHLET,PU	CL-120	-0001	R	00000
2320009260873	2540009339022		X	CHAIN ASSY: TIRESING	CL-120	-0003	R	00000
2320009260873	2540010526234		X	CHOCK: WHEEL	CL-120	-0002	R	00000
2320009260873	4010004736166		X	CHAIN: UTILITY, SINGL	CL-120	-0001	R	00000
END OF REPORT			TOTALNUMBER OF RECORDS: 00004					
1994/02/21 11:13:00			page 1					

---

**1.13 ASSET VISIBILITY REPORT**

<b>SOURCE:</b>	Master File Update Manual Process - Print Asset Visibility Report by LIN or ALL.
<b>FREQUENCY:</b>	Review as necessary but not less than quarterly.
<b>PURPOSE:</b>	Provides a report of the current property assignments, location of property on the unit's Hand Receipt and imbalances.
<b>DISPOSITION:</b>	Dispose of when no longer needed or IAW the commander's direction.
<b>MANAGEMENT APPLICATIONS:</b>	<ul style="list-style-type: none"><li>- Identifies all property that has been assigned to hand receipts from the commander.</li><li>- Reflects component hand receipt numbers that have been assigned.</li><li>- Identifies imbalances that need correction.</li></ul>

DATE: 07 MAY 1994		ASSET VISIBILITY REPORT										PCN: AWE-	
115													
UIC/UNIT: CAAAAA/CO A/1-59 QM BN				PBO: BPBO, 45TH SEP BRIGADE				DODAAC: WK4K9H		----- QUANTITIES -----			
LIN		GENERIC NOMENCLATURE				AUTH DUE/IN							
SUBLIN		STOCK NUMBER		NSN NOMENCLATURE				CL SRRC UI		ON HAND ASSIGN			
SHR NUM													
{SN_REG_LOT NUMBER /LOT QT/CL NR /SHR NR } {SN_REG_LOT NUMBER /LOT QT/CL NR /SHR NR } {SN_REG_LOT NUMBER /LOT QT/CL NR /SHR NR }													
NR }													
A03165		ACCESSORY KIT VEHICLE BODY: TARP-BOWS FOR TRAILER C				4		0					
		2540001333492		TARP-BOWS F/TRLR 3/4T				N N EA		4		4	
4													
-----										TOTAL ON HAND/ASSIGNED FOR LIN:		4 4	
-----													
B67766		BINOCULAR: MODULAR CONSTRUCTION MIL SCALE RETICLE 7				2		0					
		1240009303833		BINOCULAR MOD RET M19				N S EA		2		2	
{35847		/ /		/11S }		{35941		/ /		/4A }			
ASSIGNED PER SHR#: 11S		=>		1 / 4A		=>		1					
-----										TOTAL ON HAND/ASSIGNED FOR LIN:		2 2	
-----													
CC0010		COMPUTER: LAPTOP 286 ZENITH ULLS				4		3					
		7025012012101		COMPUTER LAPTOP 286				N B EA		1		1	
{916DE016249		/ /		/CDR }									
ASSIGNED PER SHR#: CDR		=>		1									
-----										TOTAL ON HAND/ASSIGNED FOR LIN:		1 1	
-----													
J45699		GEN ST GAS ENG: 3KW AC 60HZ SKID MTD 120/208V				4		2					
		6115000178237		GEN ST 3KW MEP-016A				N S EA		2		2	
{HA68-03165		/ /		/2 }		{KA68-02314		/ /		/2 }			

---

ASSIGNED PER SHR#: 2      =>      2

**1.14 DODAAC PARAMETERS REPORT**

<b>SOURCE:</b>	Display/Print DODAAC Parameters Process.
<b>FREQUENCY:</b>	Review quarterly and update upon change of command.
<b>PURPOSE:</b>	Provides detailed unit data and parameters for all DODAACs loaded on the S4 system.
<b>DISPOSITION:</b>	Dispose of when no longer needed.
<b>MANAGEMENT APPLICATIONS:</b>	<ul style="list-style-type: none"><li>- Must be correct to ensure ULLS-S4 system supply, property, component, and budget processes operate correctly.</li></ul>

AWEAIFOF

DODAAC: WK5A26

UNIT LEVEL LOGISTICS SYSTEM\_

DODAAC PARAMETERS (Page 1 of 2)

DATE: 26 FEB 1997

UNIT DESCRIPTIVE PARAMETERS

COMMANDER'S NAME

UNIT NAME

POST ADDRESS AND BLDG :

CITY, STATE AND ZIP

UNIT PHONE NUMBER

UNIT CONCENTRATOR ID

CAISI PHONE NUMBER

COMPUTERS PHONE NUMBER

TELECOMM INDICATOR

J.T.MAW

HHC/1-59 QM BN

105 LEE ST \_

FT LEE, VA 01234

454-3067

:ullss4

:(804)733-2915\_

:(804)733-4111\_

:P: UNIT'S TPN :WK5A26HHC :

OSC PARAMETERS

OSC INDICATOR :Y:

DDN ADDRESS :134.78.10.6 :

TERMINAL PHONE NUMBER :46750 :

OSC HOLD DAYS : 1:

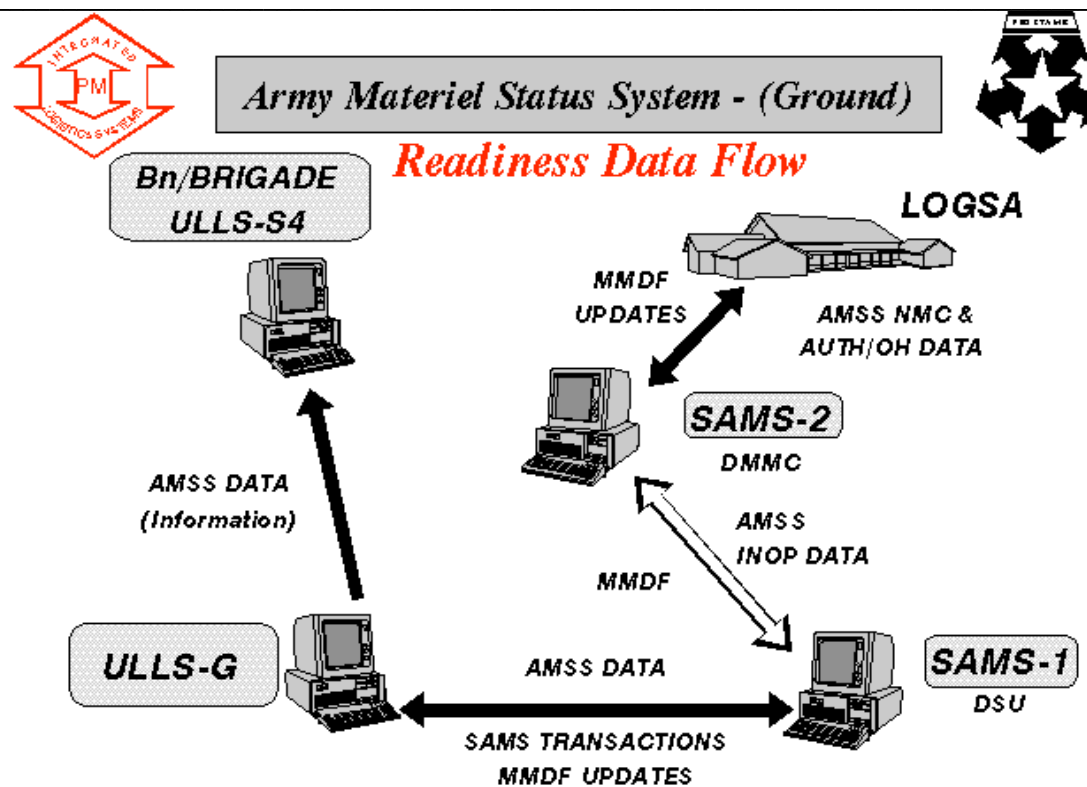
TERMINAL LOGIN :fdw13-leedam :

GATEWAY LOGIN :ugallego :

<E> TO EXIT: :

NEXT SCREEN: <ENTER>

DODAAC: WK5A26		UNIT LEVEL LOGISTICS SYSTEM_		AWEAIFOG	
		DODAAC PARAMETERS (Page 2 of 2)		DATE: 26 FEB 1997	
UNIT PARAMETERS					
UNIT IDENTIFICATION CODE		:WABBAA:	FORCE ACTIVITY DESIGNATOR		:2:
FUND CODE		:GA:	SERVICE DESIGNATION CODE		:A:
LOCATION CODE		:A:	REPLENISHMENT AUTHORIZED		:Y:
AMSS REPORTING UIC		:WABBAA:	UNIT ORGANIZATION LEVEL		:BN:
INTERFACE PARAMETER - SARSS :1:					
INTERFACE PARAMETER - SARSS :0:			SUPPLY PARAMETERS		
DOCUMENT	NUMBER SET	ARC	Follow-Up	Pri 01 - 08 request : 9:	
			Days:	Pri 09 - 15 request :30:	
:0101:	:0199:	X - EXPENDABLE	Date of Last Purge	:20-FEB-96:	
:0201:	:0299:	D - DURABLE	Reportable Dollar Value	:\$ 500.00:	
			PURGED FREQUENCY DCR (DAYS) :30:		
<E> TO EXIT : :			NEXT SCREEN: <ENTER>		



---

**1.15 ULLS-G AMSS ROLLUP BY UIC REPORT**

<b>SOURCE:</b>	Army Materiel Status System Processes. Option 1, Display/Print (AMSS) Ground Reports, Rollup by UIC.
<b>FREQUENCY:</b>	Review weekly or IAW local SOP.
<b>PURPOSE:</b>	Provides a rollup of Not Mission Capable time for all reportable systems and end items by reporting UIC.
<b>DISPOSITION:</b>	Dispose of IAW local SOP or the Modern Army Record Keeping System (MARKS).
<b>MANAGEMENT APPLICATIONS:</b>	- Use to review materiel status of reportable equipment.

ARMY MATERIEL STATUS SYSTEM (AMSS)												PCN: AWE-600
ROLLUP BY REPORTING UIC												
REPORT PERIOD: 16-NOV-95 - 15-DEC-95												
DATE RANGE: 16-NOV-95 - 15-DEC-95												
REPORT DATE/TIME: 16 DEC 1995-14:25:52												
UIC: WABB01 DATE OF DISKETTE : -- ---												
UNIT NAME & LOCATION: S4 STAFF/1-59 BN FT RILEY, KS. US 23156												
NOMENCLATURE	EIC	WPNAUTH	O/H	POSS	AVAIL	--- ORG ---	--- SPT ---	NMCD	NMCE	FMC%	NMC%	
		EIC			HRS/DAYS	HRS/DAYS	NMCS NMCM	NMCS NMCM				
TRK UTIL 1-1/4T M998 BBD	9		20	600	538	54	8			89.7	10.3	
TRK UTIL 1-1/4T M1038 BBE	14		3	90	66	24				73.4	26.6	
TRK UTIL SHEL T M1037 BBK			4	2	60	60					100	
---												
TRK CGO 2 1/2T M35A2 BMB	1		1	30	14	16				46.7	53.3	
TRK CGO D/S M35A2C BMR	2		1	30	30					100	---	
TRK WKR M936A2 W/WN BTT			1	1	30	30					100	
TLR CGO 3/4 T M101A2 CDB	20		18	540	511	29				94.7	5.3	
RADIO SET AN/GRC-224 HBT	16		12	360	360					100	---	
1996/01/04		08:28:33										

---

**1.16 ULLS-G AMSS ROLLUP BY EIC REPORT**

<b>SOURCE:</b>	Army Materiel Status System Process. Option 1, Display/Print (AMSS) Ground Reports, Rollup by EIC.
<b>FREQUENCY:</b>	Review weekly or IAW local SOP.
<b>PURPOSE:</b>	Provides by reporting UIC, a consolidated report in EIC sequence, of all reportable systems/subsystems and end items that have accumulated any NMC time during the reporting period.
<b>DISPOSITION:</b>	Dispose of IAW local SOP.
<b>MANAGEMENT APPLICATIONS:</b>	- Use to review for systemic maintenance problems.

ARMY MATERIEL STATUS SYSTEM (AMSS) ROLLUP BY REPORTING EIC														PCN: AWE-605	
REPORT PERIOD:		16-NOV-95 - 15-DEC-95													
DATE RANGE:		16-NOV-95 - 15-DEC-95													
REPORT DATE/TIME:		16 DEC 1995-08:51:23													
UIC:		WABB01													
UNIT NAME & LOCATION:		S4 STAFF/1-59 BN FT RILEY, KS, US 23156													
DATE OF DISKETTE :		-- ----													
NOMENCLATURE	EIC	WPN EIC	AUTH	O/H	POSS HRS/DAYS	AVAIL HRS/DAYS	--- ORG--- NMCS NMCM		--- SPT --- NMCS NMCM		NMCD	NMCE	FMC%	NMC%	
-----															
TRK UTIL 1-1/4T M998	BBD		9	20	600	538		54		8			89.7	10.3	
TRK UTIL 1-1/4T M1038	BBE		14	3	90	66		24					73.3	26.7	
TRK UTIL SHEL T M1037	BBK		4	2	60	60							100	---	
TRK CGO 2 1/2T M35A2	BMA		1	1	30	14		16					46.7	53.3	
TRK CGO D/S M35A2C	BMR		2	1	30	30							100	---	
TRK CGO D/S M923A2	BS7		8	8	240	210		30					87.5	12.5	
1996/01/04		08:51:23				page		1							

---

**1.17 ULLS-G AMSS ROLLUP BY SYSTEM/SUBSYSTEM ADMIN NUMBER REPORT**

---

<b>SOURCE:</b>	Army Materiel Status System Processes. Option 1, Display/Print (AMSS) Ground Reports, Rollup by System/Subsystem Admin Number.
<b>FREQUENCY:</b>	Review daily or IAW local SOP.
<b>PURPOSE:</b>	Identifies the equipment usage and readiness by system/subsystem to date for the report period by reporting UIC.
<b>DISPOSITION:</b>	Dispose of IAW local SOP.
<b>MANAGEMENT APPLICATIONS:</b>	- Use to identify problematic items of equipment.

ARMY MATERIAL STATUS SYSTEM (AMSS)												PCN: AWE-610		
ROLLUP BY SYSTEM/SUBSYSTEM ADMIN NUMBER (REPORTING UIC)														
REPORT PERIOD:		16-NOV-95 - 15-DEC-95												
ATE RANGE:		16-NOV-95 - 15-DEC-95												
REPORT DATE/TIME:		16 DEC 1995-08:29:38												
UIC:		WABB01		DATE OF DISKETTE : -- ----										
UNIT NAME & LOCATION:		S4 STAFF/1-59 BN FT RILEY, KS, US 23156												
ADMIN #	MODEL	SYSTEM/ SUBSYSTEM SERIAL NUMBER	POSS HRS/DAYS	AVAIL HRS/DAYS	NMCS ORG	NMCM ORG	SPT	NMCS SPT	NMCM	NMCD	NMCE USAGE	TYPE	USAGE Y/N	FMC
A100	M998	101923	30	30								016725	Y	
A100R2	VRC97	020518	30	30								000001	Y	
A101	M1038WW	046603	30	6	24							015296	N	
A102	M998	064485	30	30								032822	Y	
A102T	M101A2	45	30	30								000001	Y	
A103	M998	107468	30	27	3							022558	N	
A103T	M101A2	596	30	30								000001	Y	
A104	M1037	067117	30	6	24							005727	N	
A104G	PU751	MRZ00548	30	30								005033	Y	
A104S	TRC191	00094A	30	30								006419	Y	
A105	M1037	065709	30	7	23							052753	N	

---

**1.18 ULLS-A AMSS ROLLUP BY REPORTING UIC REPORT**

<b>SOURCE:</b>	Army Materiel Status System Processes. Option 1, Display/Print (AMSS) Reports for ULLS-A, Rollup by Reporting UIC.
<b>FREQUENCY:</b>	Review weekly/monthly.
<b>PURPOSE:</b>	Provides a rollup by reporting UIC of all NMC time for reportable aircraft and subsystems. This process should be executed prior to the "End of Report Period" process. The report can assist the unit in their calculation for the Unit Status Report (USR).
<b>DISPOSITION:</b>	Dispose of when no longer needed or IAW unit SOP.
<b>MANAGEMENT APPLICATIONS:</b>	<ul style="list-style-type: none"><li>- Use to explain NMC time by End Item Code (EIC). Provides FMC, PMC, MC, and NMC percentages by EIC for the unit.</li></ul>

ARMY MATERIEL STATUS SYSTEM (AMSS)															PCN: AWE-615					
ROLLUP BY REPORTING UIC																				
REPORT PERIOD:		16-FEB-96 - 15-MAR-96																		
DATE RANGE:		16-FEB-96 - 15-MAR-96																		
REPORT DATE/TIME:		16 MAR 1996-11:21:06																		
UIC: BDE001		DATE OF DISKETTE : -- ----																		
UNIT NAME & LOCATION:		ST BDE/52D IN DIV (M) FT RILEY, KS. 23621																		
NOMEN		MODEL		WPNAUTH	O/H	POSS	AVAIL	ORG	SPT	-----ORG-----	SPT	-----ORG-----	SPT	-----SPT----	NMCD	PMCD	NMCE	PMCE		
FMC%PMC%MC%NMC%																				
				EIC				HRS	HRS				NMCS	NMCM	NMCS	NMCM	PMCS	PMCM	PMCS	
HCPTR ATTACKAH		RAF	9	9	6264	4272	547	1099	0	0	141	205	0	0	0	0	0	63.8	5.2	52
ARMAMENT SUBSYS4UG		RAF		10	744	0	539	205	0	0	0	0	0	0	0	0	0	---	---	---
NAVIGATIONAL SE JK4		RAF	---	9	744	206	0	538	0	0	0	0	0	0	0	0	0	27.7	---	---
HCPTR ATTACK A		RAF	9	9	2976	898	679	1399	0	0	0	0	0	0	0	0	0	30.2	---	30
HCPTR CGO TRANS		RCD	15	15	11160	10765	0	395	0	0	0	0	0	0	0	0	0	96.5	---	---

---

**1.19 ULLS-A AMSS ROLLUP BY AIRCRAFT MODEL REPORT**

**SOURCE:** Army Materiel Status System Processes. Option 1, Display/Print (AMSS) Reports for ULLS-A, Rollup by Aircraft Model.

**FREQUENCY:** Review weekly.

**PURPOSE:** Provides a rollup of all reportable aircraft and subsystems by model.

**DISPOSITION:** Dispose of when no longer needed.

**MANAGEMENT APPLICATIONS:** - Use to explain NMC time by Aircraft Model. Provides FMC, PMC, MC and NMC percentages by model for the UIC selected. Provides the user the capability of selecting one or all models within his/her unit.

ARMY MATERIEL STATUS SYSTEM (AMSS)															PCN: AWE-615							
ROLLUP BY REPORTING UIC																						
REPORT PERIOD:		16-DEC-96 - 15-JAN-97																				
DATE RANGE:		16-DEC-96 - 16-JAN-97																				
REPORT DATE/TIME:		15 JAN 1997-19:40:18																				
UIC:		WABBA									DATE OF DISKETTE: ----											
UNIT NAME & LOCATION:		HHC/59TH AVIATION BDE, FT RILEY, KS. 23621																				
NOMENCLATURE		MODEL		WPN AUTH O/H		POSS AVAIL		-----ORG-----		-----SPT-----		-----ORG-----		-----SPT-----		NMCD PMCD NMCE		PMCE		FMC%PMC%MC%		
EIC		NMC%						HRS		HRS NMCS NMCM		NMCS NMCM PMCS PMCM		PMCS PMCM								
-----																						
-----																						
HCPTR ATTACK AH		RAF		4 4		2976 2625		0 351		0 0 0		0 0 0		0 0 0		0 0 0		88.2 ---		88.2 11.8		
HCPTR ATTACK A		RAF		4 4		2961 2610		0 351		0 0 0		0 0 0		0 0 0		0 0 0		88.1 ---		88.1 11.9		
HCPTR UTILITY U		RSA		6 6		4464 4112		0 352		0 0 0		0 0 0		0 0 0		0 0 0		92.1 ---		92.1 7.9		
HCPTR UTILITY RSA		RSA		6 6		4439 4087		0 352		0 0 0		0 0 0		0 0 0		0 0 0		92.1 ---		92.1 7.9		

---

**1.20 ULLS-A AMSS ROLLUP PROJECTION REPORT**

<b>SOURCE:</b>	Army Materiel Status System Processes. Option 1, Display/Print (AMSS) Reports for ULLS-A, Rollup Projection Report.
<b>FREQUENCY:</b>	Review daily.
<b>PURPOSE:</b>	Provides a rollup of all reportable systems by model.
<b>DISPOSITION:</b>	Dispose of when no longer needed.
<b>MANAGEMENT APPLICATIONS:</b>	- Use to determine what aircraft could possibly meet the DA goal of 75% FMC.

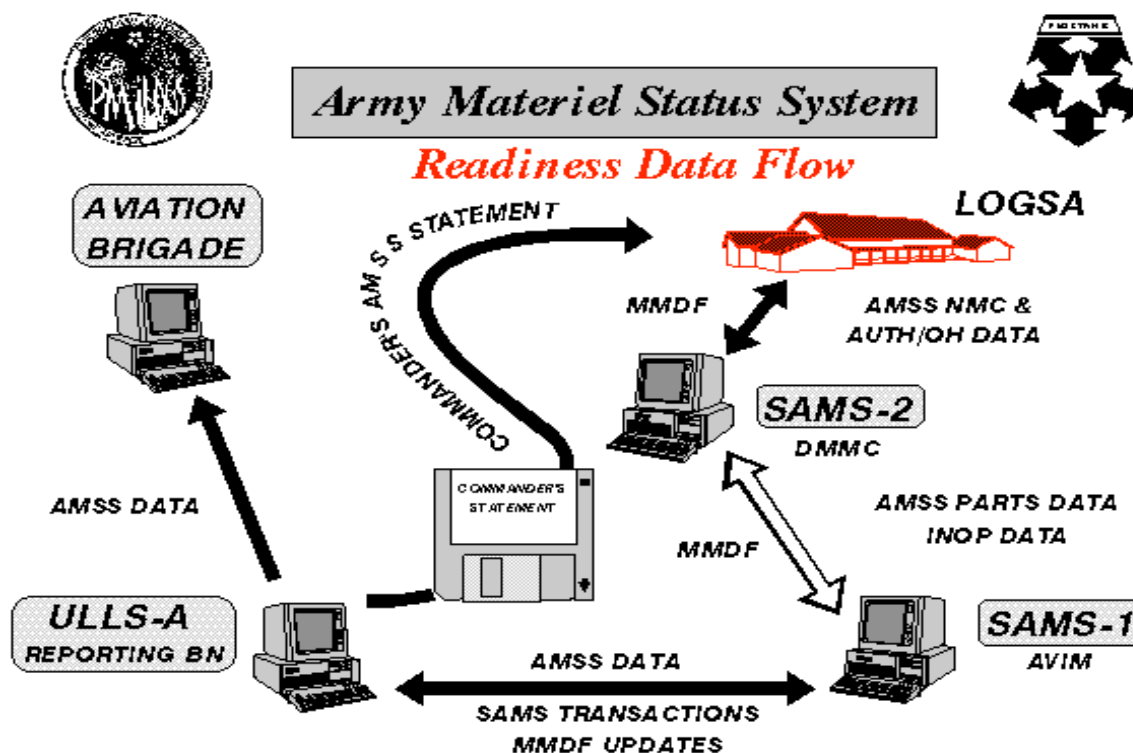
ARMY MATERIEL STATUS SYSTEM (AMSS)											PCN: AWE-621
PROJECTED FULLY MISSION CAPABLE RATES BY AIRCRAFT SYSTEM (REPORTING UIC)											
UIC: BDE001			DATE OF DISKETTE 16 MAR 1996								
UNIT NAME & LOCATION: 1ST BDE/52D IN DIV (M)			FT RILEY, KX. 23621								
NOMENCLATURE	EIC	MODEL	WPN EIC	AUTH	O/H	POSS HRS	PROJECTED AVAIL HRS	PROJECTED NMC/PMC HRS	ACCRUED NMC/PMC HRS	PROJECTED FMC PERCENT	NMC/PMC HRS TO DA GOAL OF 75%
HCPTR ATTACK AH-1F	RAF	AH-1F	RAF	9	9	6264	14637	18477	2424		-1933
HCPTR CGO TRANS CH47	RCD	CH-47D	RCD	15	15	10440	20750	30795	395		-2858
HCPTR ADVANCED TTAC	RHA	AH-64A	RHA	18	18	12528	24824	36954	398		-342
HCPTE OBSN OH-58C	ROB	OH-58C	ROB	20	20	14832	26505	39007	2330		-3762
HCPTR UTILITY UH-1H	RUA	UH-1H	RUA	11	11	7656	15717	22583	790		-2145
APLN OBSN STOL OV-1D	SOC	OV-1D	SOC	1	1	696	-1752	2053	395		-2274

---

**1.21 ULLS-A AMSS ROLLUP BY SERIAL NUMBER REPORT**

<b>SOURCE:</b>	Army Materiel Status System Proceses. Option 1, Display/Print (AMSS) Reports for ULLS-A, Rollup by Serial Number.
<b>FREQUENCY:</b>	Review daily.
<b>PURPOSE:</b>	Identifies aircraft usage and readiness by aircraft and subsystem, to date, for the report period.
<b>DISPOSITION:</b>	Dispose of when no longer needed.
<b>MANAGEMENT APPLICATIONS:</b>	Use by the commander or maintenance officer to aid in maintenance management planning.

ARMY MATERIEL STATUS SYSTEM																	
(AMSS)																	
ROLLUP BY SYSTEM/SUBSYSTEM SERIAL NUMBER (REPORTING UIC)																	
PART I																	
REPORT PERIOD:		16-FEB-96 - 15-MAR-96															
DATE RANGE:		16-FEB-96 - 15 MAR-96															
REPORT DATE/TIME:		16 MAR 1996-11:25:19															
UIC:		BDE001		DATE OF DISKETTE : 16 MAR 1996													
UNIT NAME & LOCATION:		1ST BDE/52D IN DIV (M) FT RILEY, KS. 23621															
ASSIGN																	
SYSTEM/ SUBSYSTEM		HRS TO	AND FUNC	POSS	AVAIL	NMCS	NMCM	NMCS	NMCM	PMCS	PMCM	PMCS	PMCM	NMCD	PMCD	HRS	LAND/ GAIN
FMC	EIC MODEL	SERIAL NUMBER	PSE	CODE	HRS	HRS	ORG	ORG	SPT	SPT	ORG	ORG	SPT	SPT			FLOWN AUTO
G/	Y/N																
	AH-1F	6916445	0	AGA	0	744				141	205				0	0	0 N
4UG	M97A4	4000060	0	AGA	0	744					205				0	0	0 N
	RAFAH-1F	6916445	0	AGA	0	398					398				0	0	0 N
	AH-1F	7015959	149	AGA	0	538					398		0		0	0	0 N
JK4	ANASN1	1544B	0		0	538					538				0	0	0 N
	RAF AH-1F	7015959	149	AGA	0	538					398				0	0	0 N
	AH-1F	7120719	134	AGA	0	0					0				0	0	0 Y
	AH-1F	7823095	94	AGA	0	0					0				0	0	0 Y
	AH-1F	7923223	39	AGA	0	0					0				0	0	0 Y



**SECTION III  
SAMPLE INTERNAL SOP FOR ULLS-S4**

**DEPARTMENT OF THE ARMY**  
**Headquarters** \_\_\_\_\_  
**Fort** \_\_\_\_\_

XXXXXX-XXXX

**INTERNAL SOP  
FOR  
THE UNIT LEVEL LOGISTICS SYSTEM - S4 (ULLS-S4)**

**1. INTRODUCTION.**

**1.1 Purpose.** To prescribe policies and procedures to assist unit personnel in operating the ULLS-S4 system.

**1.2 Scope.** The policies and procedures in this SOP are in addition to those contained in the on-line ULLS-S4 End User Manual (EM).

**1.3 Software.**

- a. ULLS-S4. STAMIS application software, developed by the US Army Information Systems Software Development Center - Lee (SDC-L), Fort Lee, Virginia, provides an automated supply, property, component and budget management system for logistical users at the unit supply, the battalion and brigade S4 staff levels. ULLS-S4 is also capable of receiving AMSS Asset Control and Report files produced by subordinate ULLS-G/A systems or by another ULLS-S4 system. The AMSS reports may be displayed/printed or stored as an ASCII file. ULLS-S4 will produce AMSS reports by unit or summary of units and send AMSS data to a higher headquarters ULLS-S4 system. ULLS-S4 provides the logistician with the capability to conduct a detailed and systematic analysis and determination of logistics requirements to support tactical combat operations plans.
- b. MS-DOS. Microsoft Disk Operating System. The operating system for ULLS-S4.

---

**2. RESPONSIBILITIES.**

**2.1 General.** This section provides guidance for the assignment of responsibilities associated with ULLS-S4 to persons within the organization/unit operating the ULLS-S4 system.

**2.2 Duties and Responsibilities.**

**2.2.1 Senior Commander (BDE/BN).**

- a. Appoint staff budget officer to administer and monitor the ULLS-S4 budget processes.
- b. Appoint an individual as the Commander's Designated Representative for the ULLS-S4 system.
- c. Appoint an individual as the Information System Security Officer (ISSO).

**2.2.2 Company Commander's Responsibilities.**

- a. Appoint an individual as the ULLS-S4 system Commander's Designated Representative.
- b. Review and approve all individual and group accesses to the S4 system.
- c. Review and approve system supply and hardware parameters.
- d. Approve all high priority and high-dollar requests (dollar value set by the commander) on the Commander's Exception Report prior to the supply transactions being sent to the DSU.
- e. Report budget status to the staff ULLS-S4 system that provided the budget data.
- f. When applicable, ensure budget ledgers for unique requirements are created.
- g. Monitor the administrative operation of the ULLS-S4 system.

- 
- h. Establish a Security Awareness and Training Program for all users and supervisors.

### **2.2.3 ULLS-S4 Commander's Designated Representative Responsibilities.**

- a. The Commander's Designated Representative provides overall support of the ULLS-S4 system by managing such security related features as system configuration, account and password assignment, adding authorized units to the ULLS-S4 computer and management of audit trail information.
- b. The Commander's Designated Representative assigns individuals their user identification and password codes for ULLS-S4. It is highly recommended that two copies of the system access control codes be kept in sealed envelopes, marked with the unit identification and phone number. One copy should be kept in the unit safe and one copy should be kept in a secure location at the next level of command. Both copies must be kept current and secure.
- c. Assign each ULLS-S4 user a personal identification code and randomly selected six digit alphanumeric character password. Do not use common words, numbers, etc. for passwords.
- d. Change user passwords every six months.
- e. Archive the security tracking audit register data, at a minimum, on a weekly basis. The process will only maintain an audit of (2500) records. The system will then begin to delete the oldest audit records.
- f. Ensure personnel maintain proper control of all diskettes.
  - (1) Diskettes must always be placed in their protective jackets when not in use.
  - (2) Diskettes must be labeled correctly.
  - (3) Diskettes must be stored properly (i.e., in the provided plastic storage units and away from magnetic sources such as radios, telephones, radar, etc.).

- 
- (4) Daily transaction diskettes must be submitted by the established cut-off times.
  - g. Verify that only ULLS-S4 software is loaded on the system hardware.
  - h. Ensure STAMIS hardware is safeguarded from access by unauthorized users.
  - i. Implement control methods to prevent viruses from being introduced into the system.
  - j. Ensure daily backup procedures are performed as scheduled and media protected from damage or loss.
  - k. Ensure daily preventative maintenance IAW the EM is performed on the ULLS-S4 STAMIS hardware system.
  - l. Check that ULLS-S4 is operating properly and submit problem reports to the Combat Service Support Automation Management Office (CSSAMO) or an equivalent installation office.
  - m. Monitor the daily administrative operation of the ULLS-S4 system.
  - n. Verify that the correct version of ULLS-S4 software is being used. The CSSAMO can provide "as of" date of the most current version.
  - o. Change Universal ID (AAAAAAA) and Password (AAAAAA) for system IAW the procedures outlined in ULLS-S4 TFM.
  - p. Unlock locked user and do causative research as required.

**2.2.4 Information System Security Officer (ISSO).** The ISSO is the senior security official for an organization. The ISSO must report directly to the responsible manager for the ULLS-S4 system on security-related matters. The ISSO should be positioned organizationally such that he or she does not have vested interest in

---

keeping the system operational at the expense of security. Garrison versus Tactical Operations should be considered. The ISSO needs to be assigned in such a manner as to be deployable with the ULLS-S4 system, or a competent ISSO alternate be assigned for the purpose of deployment with the ULLS-S4 system.

**2.2.5 Terminal Area Security Officer (TASO).** The TASO is subordinate to the assigned ISSO, and maintains security oversight for every system within his/her domain of control. TASOs should be assigned in such a manner that they can be reasonably held responsible and accountable for the system(s) under their control; for example, it would be unreasonable to hold the TASO responsible for enforcing physical security for a system located 5 miles away or in a building for which the TASO cannot access. For the ULLS-S4 system, the Commander's Designated Representative should be assigned as the TASO. However, every user should be expected to follow and enforce the security policy.

**NOTE**

For some ULLS-S4 systems, the ISSO, Commander's Designated Representative, and TASO may be the same person (similar for designated alternates). It is highly recommended that alternates be assigned for each function.

**2.2.6 Brigade/Battalion S4 Officer.**

- a. Ensure all actions concerning preparation of data for the ULLS-S4 supply, property, budget, AMSS, and logistics planning processes are accomplished by subordinate units.
- b. Ensure ULLS-S4 system personnel are trained to operate all system processes; provide sustainment training as needed.
- c. Review subordinate units policies and procedures for control of supply, property and budget resources.

**2.2.7 Brigade/Battalion Budget Officer.**

- a. Establish annual budget account codes and allocate funds.

- 
- b. Review all actions concerning preparation of input data for the ULLS-S4 budget processes to determine if proper posting of funds is accomplished.
  - c. Provide periodic budget data update to Brigade and Battalion Commander's Representative.
  - d. Provide guidance and assistance to subordinate units for the implementation of the ULLS-S4 budget processes.
  - e. Check daily operations, stress accuracy and promote strict control of the Budget Ledger/Subledgers used by the subordinate units.

#### **2.2.8 ULLS-S4 Operator.**

- a. Operate the ULLS-S4 system and perform daily backups IAW unit SOP.
- b. Safeguard assigned unique password. Passwords must never be written down or otherwise stored in readable form.
- c. Report changes of status; e.g., assigned new responsibilities, permanent changes of station (PCS), etc.
- d. Report any suspected security violations to the Commander's Designated Representative. These may include an unauthorized user, users exchanging passwords or passwords being written down.
- e. Do not install any unauthorized software on the ULLS-S4 system. Report anyone bringing unauthorized software into the processing facility and installing it on any computer platform or device associated with or connected to the system. This will protect against system corruption.
- f. Operate the ULLS-S4 system in accordance with applicable regulations, manuals and directives.
- g. Once physical access has been permitted, and the user is logged in, the user shall never leave the terminal while logged on. The user shall enforce the "need to know" security rule for others in the terminal area.

- h. A valid user is locked out of the ULLS-S4 system after three unsuccessful log in attempts. The Commander's Designated Representative must be notified of the lockout in order to regain access to the system. The Commander's Designated Representative is the only one who can remove the system lock.
- i. The system will display a screen prompt warning the user that his/her password has expired. The user must enter a new password to gain access to the system. The password effective date is also changed.
- j. Users must coordinate with the Commander's Designated Representative to obtain a USERID and PASSWORD.
- k. Users will ensure that external data (hardcopy and magnetic storage media) are continuously protected and marked at the sensitivity level directed by the ISSO.
- l. Upload monthly SPBS-R diskette and update Catalog Files from FEDLOG upon receipt of a new diskette.
- m. Log off the system correctly. Exiting the system while still in a process may cause damage to the data files and lock out the user.

---

### 3. ULLS-S4 DATA FLOW.

- 3.1 **General.** This section outlines the preparation and flow of supply and budget data in support of ULLS-S4. Units operating under the Objective Supply Capability (OSC) process will follow procedures specified in the EM.
- 3.2 **FEDLOG Catalog.** The **FEDLOG** (CD-ROM) catalog replaces the catalogs received from SARSS-I (DS4), SAILS and SARSS-O. The system creates a finder file based on the NIINs listed on any ULLS-S4 master file. This finder file, in turn, extracts catalog data from **FEDLOG** to build the system catalog based on unit data only. Maintain copies of superseded **FEDLOG** discs as a backup of catalog data in case of **FEDLOG** program errors.
- 3.3 **SPBS-R Property Download.** The Automated Hand Receipt processes must be run monthly upon receipt of new SPBS-R diskette(s) from the unit's Property Book Officer. Discrepancies between old and new should be resolved with the unit's PBO prior to loading the commander's hand receipt through the Automated Property Master Update Process.
- 3.4 **Transaction Procedures.** The following guidelines are provided for submission of transactions/diskettes for supply and budget data.
- 3.4.1 **Supply Transaction and Status.** The ULLS-S4 operator will prepare supply transaction diskettes for each of the unit's supporting DSU sites in accordance with the schedule prescribed in the unit SOP. This diskette will be prepared NLT \_\_\_\_ hours and taken or sent to the DSU section NLT \_\_\_\_ hours. The operator may send transactions by diskette or telecommunications.
- a. Prior to executing the Send Supply Transactions Process, the ULLS-S4 operator must provide the unit commander with the output reports from the Commander's Reports Process. The commander must approve or reject all high priority and/or high dollar supply requests, approve all changes to existing priorities and verify all other supply request information. The ULLS-S4 operator also provides the commander with the Ledger/Subledger Report

---

showing the unit budget status prior to requesting permission to initiate the Send Supply Transactions Process.

- b. The unit commander indicates approval by initialing all high priority supply requests and priority changes listed, and signs the Commander's Exception Report. This approval action must be done before the ULLS-S4 operator initiates the Send Supply Transactions process. Cancellation action of any supply requests or reduction of any quantities on the supply requests must be based on the commander's decision and written authorization.
- c. After completing the Send Supply Transactions Process, the ULLS-S4 operator posts the supply requests to the Budget File by initiating option #1 of the Ledger/Subledger Update Process (Post Auto Supply Data to Ledgers or Subledgers from Supply Files on the system).

**3.4.2 Budget Transactions.** The budgeting function automates the allocation, tracking, updating and reporting of unit budget information.

- a. Receiving and Posting Budget Data. The senior level command user (BDE or BN) defines and establishes the budget structure for its subordinate units and downloads to diskette the appropriate budget ledgers with fund ceilings for its subordinate units. Units upload the budget ledgers and record commitments.
- b. Sending Budget Status. Subordinate units will provide budget status to the senior level command weekly. Fund ceiling cannot be exceeded without prior approval.

**3.4.3 Budget Reports to the CDR.** The ULLS-S4 system provides several budget reports. Allocated and committed funds reports should be provided to the unit commander weekly.

**3.4.4 Telecommunications Interface.** Use to transmit any file(s) over telecommunications lines from one ULLS-S4 system to another computer. Transmission of files is accomplished through the Point-to-Point, Concentrator or CAISI utilities. A modem is required for interfacing with commercial telephone lines. A Tactical Terminal Adapter (TTA) is required for the ULLS-S4 system to

---

interface with the Mobile Subscriber Equipment (MSE) and the Tactical Communications System.

- 3.4.5 Transactions Diskette Accountability.** All diskettes removed from or received into the operational area will be signed out or in on a log book specifying the type of diskette, date/time and destination of the diskette (i.e., Transaction Diskette, 20 OCT 94, 1400 hours, II & IV DSU).
- 3.5 Backup Database Procedures.** Operators should perform backups once a day, as a minimum, or upon completion of any major data change. Historical backups will be maintained in a secure location away from the operational location to safeguard against loss due to fire or other disaster IAW COOP SOPs. A minimum of five day data backups will be maintained by the unit.
- 3.6 AMSS Periodic Reporting Procedures.** ULLS-G/A units must produce an AMSS transactions diskette between 1200-1600 hours each Friday. This report is the unit's Summary Materiel Status report as of the time and date produced. Unit diskettes should arrive at Bn/Bde Headquarters prior to 1700 hours.
- 3.7 Logistics Support Planning Data.** Units must provide Bn/Bde S-4 staff section with an initial equipment build file for use in the Logistics Planning Process. Updates of the equipment data file will be provided upon request.
- 4. PROBLEM REPORTING.**
- 4.1 General.** The section explains the correct procedures for reporting ULLS-S4 problems.
- 4.2 Problem Reporting Channels.** If you cannot access ULLS-S4, or if the software "aborts" during normal processing of data, the Commander's Designated Representative should notify the CSSAMO. As a minimum, the unit name, phone number, point of contact within the unit, and a complete description of the problem should be provided. **NOTE: It is extremely important that all messages from the computer be recorded correctly or printed in hard copy.** (Printing computer error messages can be accomplished

---

by pressing the Print Scm key.) This is extremely important for an expeditious problem identification and correction process. Knowledge of the cause of failure will quicken the system's return. If the problem cannot be resolved through customer assistance from the CSSAMO, the CSSAMO will assign an originator number and take the necessary steps to report the problem telephonically to the SDC-L Customer Assistance Office, Commercial (804) 734-1051 or DSN 687-1051 at Fort Lee, VA.

- 4.3 **Engineering Change Proposal-Software(ECP-S).** Recommendation for software changes or improvements to the system should be submitted in writing on DA Form 5005-R through the commander to the CSSAMO. As a minimum, the change proposal will include the name and phone number of the point of contact within the unit, a complete description of the failure or problem area, comment on affect on operations, your recommended change to include reference to the process and screen numbers, any applicable regulation being cited and the expected benefits.

- 4.4 **Hardware.** Problems/recommendations at the unit level will be submitted to the CSSAMO.

5. **CARE AND MAINTENANCE OF ULLS-S4 SYSTEM.**

Proper procedures for preventative maintenance are contained in the EM (Appendix H).

6. **SOFTWARE CHANGE PACKAGE (SCP) AND INTERIM CHANGE PACKAGE (ICP).**

- 6.1 **General.** This section establishes the procedures governing the loading of change packages to ULLS-S4.

6.2 **SCP/ICP Software Installation.**

- a. STEP 1. Inventory the software package. Obtain the Software Version Description (SVD) document that includes an itemized list of software package contents and all diskettes/tapes. The SVD package cannot be successfully installed with missing diskettes or tapes. Discrepancies in inventory should be reported promptly to the servicing CSSAMO.

- b. STEP 2. Read the SVD and follow the instructions carefully. There is no need to reload the entire system. The SVD describes in detail all information necessary to install the software package and includes the sequence of software installation.
- c. STEP 3. Check the version number of the S4 software already installed on your system against the list included in the SVD's "Implementation and Special Instructions" section. These must agree or your SCP/ICP may not be successfully implemented.
- d. STEP 4. Backup the entire system (system and data) before beginning to load a SCP or ICP.
- e. STEP 5. Logon and logoff with Commander's or Commander's Designated Representative's password. Access the DOS prompt using the correct password.
- f. STEP 6. Follow any special instructions and administrative procedures regarding the installation of the software package and report any installation problems.

**SECTION IV  
ULLS-S4 CHECKLIST**

(To be used by the Commander or his Designated Representative.)

<b>1. General</b>	<b>YES</b>	<b>NO</b>
<b>1.1 Authorization Documents.</b>		
a. Does the unit have all pertinent property authorization documents? (MTOE, TDA, JTA, CTAs, etc.)	_____	_____
b. Are property files reconciled annually against the authorization documents with the property book officer?	_____	_____
c. Is the proper item authorization document posted to the Property Master File? (H14)	_____	_____
d. Are the required publications up to date?	_____	_____
e. If required authorization documents are not on hand, are they on order?	_____	_____
<b>1.2 Publications.</b>		
a. Is a copy of the Army Master Data File (AMDF), the Supply Bulletin 700-20, and the Master Cross Reference List (MCRL) on hand ( <b>FEDLOG</b> on CD-ROM)? NOTE: The <b>FEDLOG</b> contains the AMDF, SB 700-20 and the MCRL.	_____	_____
b. Are all technical manuals and supply catalogs for authorized equipment and sets, kits and outfits (SKOs) on hand?	_____	_____
c. Are SKOs added to the Master Component File? (C20)	_____	_____

	YES	NO
d. Are the technical manuals, supply catalogs, and field manuals complete and up to date?	_____	_____
e. Is the equipment publication data posted to the Asset Master Record for the equipment or tool set? (H14)	_____	_____
f. Are AR 710-2, DA Pam 710-2-1, and other required regulations on hand?	_____	_____
g. Are MACOM supplements to regulations on hand?	_____	_____
h. Are these publications being used?	_____	_____
i. Do unit personnel know the purpose of all publications and how to use them?	_____	_____
j. If required publications are not on hand, are they on order? _____	_____	_____
k. Is there a copy of the unit ARTEP on hand?	_____	_____
1.3 Standing Operating Procedures (SOP).		
a. Have the unit commander and unit supply personnel been briefed by the battalion staff on the policies and procedures to be followed for the operation of the ULLS-S4 system?	_____	_____
b. Are the battalion and its subordinate units in compliance with the CMD policies and standing procedures?	_____	_____
c. Does the unit have an SOP governing operational use of the ULLS-S4 system?	_____	_____
d. Does the unit have an SOP governing the operation of the unit supply or S-4 staff section?	_____	_____

	YES	NO
e. Are the SOPs realistic and functional?	_____	_____
<b>2. ULLS-S4 Work Area</b>		
<b>2.1 Work Area.</b>		
a. Is the ULLS-S4 equipment located within the Unit Supply administrative work area?	_____	_____
b. Is the ULLS-S4 equipment located within the Staff administrative work area?	_____	_____
c. Does the electrical circuit provide at least 10 amps for each computer system to continue operating?	_____	_____
d. Are power line filters used and operational?	_____	_____
e. Has a battery unlimited power supply been acquired and/or in use?	_____	_____
<b>2.2 Work Area Appearance.</b>		
a. Is the supply room or staff section neat and orderly?	_____	_____
b. Are sufficient storage bins or cabinets available for supplies, equipment, and publications?	_____	_____
c. Is there a secure storage area for supplies and equipment?	_____	_____
d. Is the access to the supply room or staff section controlled?	_____	_____
e. Can the supply room or staff section be adequately secured?	_____	_____

	YES	NO
f. Is there a key control system for the supply room or staff section keys?	_____	_____
g. Is the computer clean of dust, dirt, and grease?	_____	_____
h. Are vents on the computer equipment free of blockage from books, paper, or other material?	_____	_____
2.3 System Operations.		
a. Are diskettes properly stored in protective jackets and diskette storage boxes?	_____	_____
b. Are magnetic tapes stored in their protective covers?	_____	_____
c. Are only approved programs loaded on the computer?	_____	_____
d. Does the work site provide protection for the computer equipment from rain, dust, dirt, etc.?	_____	_____
e. Have rugged carrying cases been locally procured or fabricated to transport and protect computer equipment? If not, take action to do so.	_____	_____
f. Has adequate work station equipment (tables, etc.) been set up for the computer equipment?	_____	_____
g. Have special protective covers been employed to keep the computer equipment free of dust & dirt?	_____	_____
2.4 Operating Supplies.		
a. Are there sufficient quantities of paper and printer ribbons available?	_____	_____

	YES	NO
b. Are there blank diskettes available? (Minimum – diskettes.)	_____	_____
c. Are sufficient magnetic tapes available for daily database backups? (Minimum of 5 tapes.)	_____	_____
d. Are sufficient cleaning supplies available for the tape drive, diskette drives, and system exterior?	_____	_____
<b>3. System Security</b>		
<b>3.1 System Security.</b>		
a. Is the Unit DODAAC File current?	_____	_____
b. Have the user groups been designated with associated access rights? (UA4)	_____	_____
c. Are the DODAAC and Security Accesses data file reviewed by the outgoing and incoming unit commanders in conjunction with the change of command? (UA4)	_____	_____
d. Is access to the system adequately secured to prevent unauthorized use? (UA4)	_____	_____
e. Does the unit have the ULLS-S4 Security Features User's Guide (SFUG) and the Trusted Facility Manual? (TFM)	_____	_____
f. Are the operators familiar with the ULLS-S4 SFUG?	_____	_____
g. Are the Commander and Designated Representative familiar with the ULLS-S4 TFM?	_____	_____
h. Is access to the DOS prompt limited to the Commander or the Commander's Designated Representative:	_____	_____

	YES	NO
i. Is the Commander's Designated Representative using the Security Tracking Audit Register to monitor system and process access? (UA3)	_____	_____
j. Has the Universal Password (all As) been changed?	_____	_____
3.2 Password Management.		
a. Have passwords been changed every six months?	_____	_____
b. Are the passwords and system access rights assigned and controlled by the Commander or the Commander's Designated Representative?	_____	_____
c. Are passwords six digits in length and do they appear to be randomly selected?	_____	_____
d. Are copies of user IDs and passwords maintained in a secure location for authorized use in emergencies?	_____	_____
<b>4. Property Accountability</b>		
4.1 Property/Sub-Hand Receipts.		
a. Has each supporting Property Book Office been assigned a unique Support Indicator Code (SIC) in the Property Origin File? (H19)	_____	_____
b. Does each unit have a current SPBS-R and/or SPBS-R-I/TDA data diskette for its UIC?	_____	_____
c. Are at least 3 previous SPBS-R data diskettes being maintained as a property account backup by each UIC?	_____	_____
d. Does the unit perform periodic property updates with the Property Book Officer? (AR 710-2)	_____	_____

	YES	NO
e. Is the property listed on the Download Errors Listing (AWE-170) researched and appropriate action reported to the PBO for correction? (H12)	_____	_____
f. Have Sub-Hand Receipt Holders (SHRH) been established and are the sub-hand receipts current? (H17)	_____	_____
g. Is all on-hand property assigned to a SHRH? (H16)	_____	_____
h. Is all authorized property on-hand or on-order? (H18)	_____	_____
i. Has all excess property been reported to the property book officer for disposition instructions within ten workdays? (S48, OPTION 3)	_____	_____
j. Do all property items that require component hand receipts have a component hand receipt number assigned? (H14)	_____	_____
k. Has supervisor information been posted to the SHRH files? (H17)	_____	_____
l. Do property items requiring serial, registration, or lot number accounting have the proper SRRC?	_____	_____
m. Is the serial, registration, or lot number correctly entered for each property item requiring this information?	_____	_____
4.2 Property Security.		
a. Have security accesses to the property processes been limited to required users only?	_____	_____
b. Does the commander periodically review unit property records to ensure compliance with Army regulations and policies?	_____	_____

	YES	NO
c. Does the S-4 Staff periodically inspect unit property records to ensure compliance with Army regulations and policies?	_____	_____
4.3 Component Hand Receipt.		
a. Has a Master Component List (MCL) been created for all property items needing component hand receipts? (C20)	_____	_____
b. Are Master Component Lists current? (C20)	_____	_____
c. Have all component items that require component hand receipts had a component hand receipt number assigned? (H14, OPTION 4)	_____	_____
d. Are all component shortages flagged for replenishment? (C22)	_____	_____
e. Are all component excesses flagged for turn-in? (C22)	_____	_____
f. Have cross-leveling actions been taken on component excesses? (C22 OPTION 4 & 5)	_____	_____
g. Have all excess component items been processed for turn-in within ten workdays? (S48, OPTION 2)	_____	_____
h. Are current component hand receipts printed and signed by the responsible sub-hand receipt holder? (C26)	_____	_____
i. Are component serial numbers added/maintained correctly for each component hand receipt as required? (C24)	_____	_____
j. Has the Commander or the Commander's Designated Representative restricted access to the Master Component List (C20 process) to the responsible staff? (UA4)	_____	_____
	YES	NO
4.4 Component Security.		
a. Have security accesses to the component processes		

been limited to required users only? \_\_\_\_\_

b. Does the commander periodically review unit component records to ensure compliance with Army regulations and policies? \_\_\_\_\_

c. Does the S-4 staff periodically inspect unit component records to ensure compliance with Army regulations and practices? \_\_\_\_\_

## 5. Supply Management

### 5.1 Supply.

a. Has the SARSS Indicator been set in the Interface parameter for the appropriate SARSS system? (UA1) \_\_\_\_\_

b. Has the Replenishment Authorized Flag been set to 'Y' for units performing supply actions in the Budget/Property Parameters? (UA1) \_\_\_\_\_

c. If the unit is supported by OSC, have the OSC Indicator and DDN data been set in the OSC Parameters? (UA1) \_\_\_\_\_

d. Are the UIC and FAD properly set in the Unit Parameters? (UA1) \_\_\_\_\_

e. Has a document number series been assigned for expendable and durable supply actions in the Unit Parameters? (UA1) \_\_\_\_\_

f. Is there a letter from the unit commander establishing the document number series to be used by his/her unit? \_\_\_\_\_

	YES	NO
g. Does this letter establish a document number series for off-line manual posting to the ULLS-S4 document register (post/post actions)?	_____	_____
h. Have the number of days for automatic follow-up and frequency of document register purge been set in the Unit Parameters? (UA1) (Minimum 9 days pri 1-8 and 30 days pri 9-15.)	_____	_____
i. Has the Reportable Dollar Value been set by the commander for expenditures of command interest in the Unit Parameters? (UA1)	_____	_____
j. Have the Class of Supply and Subclass of Supply been set for the items normally used by the unit in the Class/Subclass Parameters? (UA1)	_____	_____
k. Are requests for issue processed in a timely manner to correct supply shortages? (S40/S41)	_____	_____
l. Are shortages requested within budget limits? (See Budget Expenditure Reports.)	_____	_____
m. Are turn-ins and cancellations processed to correct supply excesses? (S48)	_____	_____
n. Does the unit have the most recent issue of <b>FEDLOG</b> and does the unit run the catalog load/update by CD-ROM Process monthly? (S6A)	_____	_____
5.2 Unit Loads.		
a. Have Unit Load Parameters been established for units desiring to maintain unit load data in the Unit Load Parameters? (UA1)	_____	_____

	YES	NO
b. Has the unit commander approved all unit load additions and deletions (other than) operational load prior to actions being taken to add or delete unit load records? (DA Pam 710-2-1)	_____	_____
c. Is the unit load reviewed periodically by the commander to validate the accuracy of the levels?	_____	_____
d. Is the unit load periodically inspected for serviceability and shelf life?	_____	_____
5.3 Document Control Register.		
a. Are off-line manual supply actions posted to the system document register?	_____	_____
b. Does the supply clerk process supply transactions to the source of supply (SOS) daily or as required?	_____	_____
c. Does the supply clerk obtain the unit status from the SOS (each DSU) and process it daily?	_____	_____
d. Is each document listed on the Supply Status Process Report researched and appropriate action taken?	_____	_____
5.4 Supply Support.		
a. Has the DSU Code in the Supply Support Parameters been set for each Class of Supply the unit is authorized to request? (UA1)	_____	_____
b. Has the DSU unit data in the Support Activity Site Parameters been set for each of the DSUs providing supply support to the unit? (UA1)	_____	_____
5.5 Supply Security.		

	YES	NO
a. Have security accesses to the Parameter processes been limited to the commander or the Commander's Designated Representative?	_____	_____
b. Does the commander periodically review unit supply actions to ensure compliance with Army regulations and policies?	_____	_____
c. Does the S-4 staff periodically inspect unit supply actions to ensure compliance with Army regulations and policies?	_____	_____
<b>6. Budget Management</b>		
6.1 Brigade/Battalion Budget Staff Officer.		
a. Have prescribed budget policies and an ULLS-S4 budget structure been established?	_____	_____
b. Have standing operating procedures for the budget processes been established?	_____	_____
c. Have subordinate unit records for data transfer been established? (B37)	_____	_____
d. Have identity records been established for ULLS-S4, ULLS-G, or ULLS-A units for receiving supply request data for posting to the budget? (B3B)	_____	_____
e. Have Budget Account Codes (BAC) and budget ledgers been established for tracking all elements of unit's operating budget? (B34; B36)	_____	_____
f. Have funds been posted to the ledgers comprising the unit's operating budget and have the funds been allocated to subordinate units? (B30)	_____	_____
	<b>YES</b>	<b>NO</b>
g. Have funds been allocated to each budget quarter for all quarterly ledgers/subledgers? (B30)	_____	_____

h. Is the total allocated amount for each ledger/subledger less than or equal to the total funds received?	_____	_____
i. Have subordinate units been briefed on budget policies, budget structure, and standard operating procedures for the budget processes?	_____	_____
j. Have the BACs, budget ledgers/subledgers, and fund ceilings been transferred to subordinate units? (B30)	_____	_____
k. Has the automated and manual supply data been posted daily to the ledgers and subledgers? (ULLS-S-4 Supply Processes and ULLS-G/A Class IX repair part requests.) (B30)	_____	_____
l. Is the fund status of each ledger or subledger checked on a regular basis? (B30)	_____	_____
(1) Has appropriate action been taken when the allocated or committed amount exceeds the received amount?	_____	_____
(2) Has appropriate action been taken when the committed amount exceeds the allocated amount and the obligated amount exceeds the committed amount?	_____	_____
(3) Are subordinate units in compliance with brigade budget policy?	_____	_____
m. Do subordinate units provide budget status data to Bde/Bn Budget Staff Officers? (B33)	_____	_____
n. Are Budget reports being produced and used by Bde/Bn Budget Staff Officers to manage the budget?	YES	NO
o. Are budget ledgers that are no longer needed being purged from the budget files? (B38)	_____	_____

#### 6.2 Unit Commander and Unit Budget Manager.

a. Has the unit commander and unit budget manager been briefed by the battalion budget staff officer on the budget

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	YES	NO
h. Is the unit commander posting automated supply data and manual data to the ledgers or subledgers daily? This includes supply request data from the ULLS-S4 Supply process and supply data received from ULLS-G/A users. (B30, Options 1-7)	_____	_____
i. Does the unit check the fund status of each ledger or subledger on a weekly basis?	_____	_____
(1) Does the unit inform the battalion or brigade budget officer when the allocated amount exceeds the received amount?	_____	_____
(2) Does the unit inform the battalion or brigade budget officer when the committed amount exceeds the allocated amount and the obligated amount exceeds the committed amount?	_____	_____
j. Is the unit producing and using the Budget Reports to manage budget status? (B31)	_____	_____
k. Does the unit report the status of ledgers or subledgers on a regular basis to the battalion or brigade budget officer? (B32)	_____	_____
l. Has the unit purged closed budget ledgers/files no longer needed on the Budget Files to a printout report? (B38)	_____	_____
<b>7. Army Materiel Status System (AMSS)</b>		
a. Has the Battalion/Brigade S-4 identified and added the AMSS UIC records for all subordinate units? (A84)	_____	_____
b. Has the AMSS Reporting UIC entry in the Unit Supply Parameters screen been completed to ensure reports can be sent to a higher headquarters?	_____	_____
	YES	NO
c. Has an AMSS Catalog been built after initially receiving the Asset Control and Report Files from subordinate units? (A83)	_____	_____

d. Are the AMSS End of Report Period diskettes labeled and secured in accordance with local policy? \_\_\_\_\_

## 8. Logistics Support Planning

a. Has the unit provided Bn/Bde S4 Staff section with an initial/update equipment build data file? (L72) \_\_\_\_\_

b. Has the unit built a UIC matrix record for all required units? (L72) \_\_\_\_\_

## 9. Utilities

### 9.1 System/Database Backups.

a. Has the Commander's Designated Representative backed up the ULLS-S4 Program Executables and stored the backup in a secure container? \_\_\_\_\_

b. Are backup copies controlled to prevent loss or theft? \_\_\_\_\_

c. Is the Commander's Designated Representative backing up the ULLS-S4 database daily and keeping a minimum of five consecutive backups on file? (UB1 or UB2) \_\_\_\_\_

d. Are the backup system data files labeled correctly with content and date of backup? \_\_\_\_\_

### 9.2 Scan for Viruses.

Is media scanned for computer viruses prior to use and/or prior to performing backups by diskette? \_\_\_\_\_

**YES NO**

## 10. Sage Database Inquiry (SDI)

Is access to the Sage Database Inquiry (SDI) limited to managers? \_\_\_\_\_

## 11. Training/Tutorial

11.1 Training.

- a. Are the unit commander and the S-4 staff officer familiar with the ULLS-S4 system? \_\_\_\_\_
- b. Are all S-4 staff personnel ULLS-S4 trained? \_\_\_\_\_
- c. Are all unit supply personnel ULLS-S4 trained? \_\_\_\_\_
- d. Do unit leaders use ULLS-S4 products to manage property? (Hrs, Component Listings, and Asset Visibility Report) \_\_\_\_\_
- e. Is the use of the ULLS-S4 system integrated into field training exercises, FTX, and CPX? \_\_\_\_\_
- f. Is operator/leader training being conducted for newly assigned unit/staff personnel? \_\_\_\_\_

11.2 Tutorial.

Is the ULLS-S4 tutorial installed and used for a sustainment training program? \_\_\_\_\_

